

**DIETITIANS AFFILIATED CREDENTIALING BOARD
MEETING MINUTES
March 31, 2017**

PRESENT: David Joe, Scott Krueger, Tara LaRowe

EXCUSED: Jill Hoyt

STAFF: Tom Ryan, Executive Director; Nifty Lynn Dio, Bureau Assistant; and other Department staff

CALL TO ORDER

Scott Krueger, Chair, called the meeting to order at 9:03 a.m. A quorum of three (3) members was confirmed.

ADOPTION OF AGENDA

MOTION: Tara LaRowe moved, seconded by David Joe, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: David Joe moved, seconded by Tara LaRowe, to approve the minutes of May 25, 2016 as published. Motion carried unanimously.

Election of Officers

BOARD CHAIR

NOMINATION: Scott Krueger nominated Tara LaRowe for the Office of Board Chair.

Tom Ryan called for nominations three (3) times.

Tara LaRowe was elected as Chair by unanimous consent.

VICE CHAIR

NOMINATION: Scott Krueger nominated David Joe for the Office of Vice Chair.

Tom Ryan called for nominations three (3) times.

David Joe was elected as Vice Chair by unanimous consent.

SECRETARY

NOMINATION: David Joe nominated Scott Krueger for the Office of Secretary.

Tom Ryan called for nominations three (3) times.

Scott Krueger was elected as Secretary by unanimous consent.

2017 ELECTION RESULTS	
Board Chair	Tara LaRowe
Vice Chair	David Joe
Secretary	Scott Krueger

LIAISON APPOINTMENTS

2017 LIAISON APPOINTMENTS	
Screening Panel	Scott Krueger, Tara LaRowe Alternate – David Joe
Credentialing Liaison(s)	Scott Krueger Alternate – Tara LaRowe
Monitoring Liaison	Tara LaRowe Alternate – David Joe
Professional Assistance Procedure (PAP) Liaison	Scott Krueger Alternate – Tara LaRowe
Administrative Rules Liaison	Scott Krueger Alternate – Tara LaRowe
Legislative Liaison	Tara LaRowe Alternate – David Joe
Office of Education and Examinations Liaison	Tara LaRowe Alternate – Scott Krueger
Website Liaison	David Joe Alternate – Tara LaRowe
Travel Liaison	Scott Krueger Alternate – Tara LaRowe

MOTION: Scott Krueger moved, seconded by Tara LaRowe, to affirm the Chair's appointment of liaisons for 2017. Motion carried unanimously.

DELEGATION MOTIONS

Delegated Authority for Urgent Matters

MOTION: Scott Krueger moved, seconded by David Joe, that, in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board, to appoint liaisons to the Department to act in urgent matters, make appointments to vacant liaison, panel and committee positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

Delegated Authority for Application Denial Reviews

MOTION: Scott Krueger moved, seconded by David Joe, that the Board counsel or another department attorney is formally authorized to serve as the Board's designee for purposes of Wis. Admin Code § SPS 1.08(1). Motion carried unanimously.

Document Signature Delegation

MOTION: Scott Krueger moved, seconded by David Joe, to delegate authority to the Chair or chief presiding officer, or longest serving member of the Board, by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board, the Chair, chief presiding officer, or longest serving member of the Board, has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. The Chair, chief presiding officer, or longest serving member of the Board delegates the authority to Executive Director or designee to sign the name of any Board member on documents as necessary and appropriate. Motion carried unanimously.

Credentialing Authority Delegations

MOTION: Scott Krueger moved, seconded by David Joe, to delegate authority to the Credentialing Liaisons to address all issues related to credentialing matters except potential denial decisions should be referred to the full Board for final determination. Motion carried unanimously.

MOTION: Scott Krueger moved, seconded by David Joe, to delegate credentialing authority to DSPS for those submitted applications that meet the criteria of Rule and Statute and thereby would not need further Board or Board liaison review. Motion carried unanimously.

Monitoring Delegations

MOTION: Scott Krueger moved, seconded by David Joe, to adopt the 'Roles and Authorities Delegated to the Monitoring Liaison and Department Monitor' document as presented. Motion carried unanimously.

Travel Delegation

MOTION: Scott Krueger moved, seconded by David Joe, to authorize the travel liaison to approve all Board travel. Motion carried unanimously.

9:00 A.M. PUBLIC HEARING: CLEARINGHOUSE RULE 16-090 – DI 2 RELATING TO CREDENTIALS FOR CERTIFICATION

MOTION: Scott LaRowe moved, seconded by David Joe, to authorize the Chair to approve the Legislative Report and Draft for Clearinghouse Rule CR 16-090 revision DI 2 for submission to the Governor's Office and Legislature and approve the Adoption Order for Clearinghouse Rule 16-090. Motion carried unanimously.

BOARD TRAINING REVIEW – PUBLIC RECORDS AND ETHICS AND LOBBYING

The Board reviewed training information relating to Public Records and Ethic and Lobbying requirements at this meeting.

RATIFICATION OF CERTIFICATES

MOTION: David Joe moved, seconded by Scott Krueger, to delegate ratification of examination results to DSPS staff and to ratify all licenses and certificates as issued. Motion carried unanimously.

ADJOURNMENT

MOTION: Tara LaRowe moved, seconded by David Joe, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:27 a.m.